



Additional Procedures during Covid-19 Pandemic – updated January 2021

All Longwood current policies and procedures remain affective. The procedures in this document will be followed as far as possible in addition to those policies and procedures.

There cannot be a “one size fits all” approach and different scenarios will require senior staff to make the best informed judgements that they can at the time.

(Please note that all references to “school” apply equally to school and nursery.)

We always follow advice and guidance from the government and PHE. Please refer to the latest guidance.

If any non-Longwood children attend Longwood

We will collect essential information on each new child, including:

- Their name and address
- Emergency contact details
- Who will usually pick them up from school
- Details of any additional needs, e.g. medical or dietary needs, or if they have an education, health and care (EHC) plan
- Entitlement to free school meals
- We will get consent from parents for Longwood to provide first aid, seek emergency medical treatment and administer emergency pain relief.
- We will follow our process for checking on the welfare of any child who doesn't attend on any day.
- We will provide age-appropriate details of fire evacuation procedures for new pupils.

For each vulnerable child attending Longwood, we will:

- Find out who their social worker is
- Find out why the child is vulnerable and what arrangements are in place to support them
- Get access to their EHC plan/child in need plan/child protection plan from the previous school's DSL or deputy

For each looked after child (LAC) attending Longwood, we will:

- Find out who their responsible virtual school head (VSH) is
- Get access to their personal education plan from the previous school's DSL or deputy

Everyday practice

We will ensure that the right number of staff are in school every day to maintain an appropriate ratio with pupils and to cover essential staff roles and will try to keep class sizes as small as possible.

We will put in place arrangements to try and stop the spread of Covid-19. These include:

- Identify which parts of the school will be used and close off unused parts, to reduce the amount of cleaning needed.
- Avoid letting parents into the school wherever possible.
- Minimise the number of visitors to Longwood. All visitors are expected to comply with arrangements for managing and minimising risk.
- Avoid any unnecessary chat with parents and avoid passing any unnecessary papers or objects to parents.
- Key-worker parents visiting the school to deliver and particularly when collecting their children to be encouraged (via a message in the newsletter) to give some thought to what measures they can take to reduce the risk of transmission at that time. We understand that NHS policy is that healthcare workers should change out of their uniform before leaving work. We'd ask all key-worker parents to think about what similar measures they can adopt for everyone's protection.
- Parents who need to be within 2m of another adult (eg parents who must hand their baby to a member of staff) must wear a mask.
- Discourage parents dropping off or picking up their children from gathering outside.
- If there is a queue, encourage parents to stand 2 metres apart – use tape or cones if necessary.
- Make soap and water or alcohol-based hand sanitiser available to everyone who enters the building.
- Make sure staff in school know that they should move pupils to the sick room if they're sick.
- Wash their hands for 20 seconds after making contact with an ill pupil.

Social distancing and hygiene guidance

We will try, as much as possible to:

- Ensure that all pupils practice good hygiene.
- Keep classes and groups of children away from other classes and groups as much as possible.
- Avoid any group activities that requires pupils to be in close physical contact with pupils from another bubble, eg certain sports and playground games.
- When serving meals, space children out so fewer children are eating in the same area at once. Stagger lunch times if need be.
- Whenever children from different bubbles are required to queue, make sure they are two metres apart. Set out 2-metre markers on the ground for them to stand on if necessary– use tape or cones.
- Make sure everyone is washing their hands with soap and water for at least 20 seconds across the school day, particularly:
 - After coming into school
 - After sneezing or coughing
 - Before and after handling or eating food
 - After going to the toilet.
- Encourage children to use alcohol-based hand sanitisers if hand washing is not possible.
- Encourage pupils and staff to avoid touching their face with unwashed hands.

- Provide tissues in rooms that are being used and make sure pupils and staff are trying to catch sneezes and coughs in these and binning them afterwards, or using their elbow if they don't have a tissue available.
- When possible, open windows to increase air flow and ventilation.
- Follow guidance on cleaning for schools from the DfE.
- Staff to wear suitable PPE when providing intimate care to children and when coming into unavoidable close contact with adults eg passing a young child to a parent or another adult. See documents from DfE and/or HCC for latest statutory and non-statutory guidance.
- All adults to wear masks in all areas, other than in a classroom with their own bubble of children.

Daily Cleaning

Continue to use standard cleaning products to clean and disinfect frequently touched objects and surfaces, including:

- Classroom desks and tables
- Bathroom facilities (including taps)
- Door and window handles
- Furniture
- Light switches
- Reception desks
- Teaching and learning aids
- Computer equipment (including keyboards and mouse)
- Sports equipment
- Toys
- Telephones
- Photocopier

Essential Measures

We will always follow government advice and our own health and safety policy as far as possible. Essential measures include:

- A requirement that people who are ill stay at home
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Active engagement with NHS Test and Trace
- Formal consideration of how to reduce contacts and maximise distancing.

We will try as far as possible to:

- Group children together
- Avoid contact between groups
- Arrange classrooms with forward facing desks, rather than side by side.
- Avoid large gatherings eg assemblies with more than one group, choir practice, etc.
- Make sure that staff maintain distance from pupils and other staff as much as possible.

System of Controls

- **Prevention**

- Minimise contact with individuals who are unwell, in particular by not attending school if you, or someone in your household has symptoms. Anyone who has symptoms, or has tested positive in at least the last 10 days, or develops symptoms during the school day is to be sent home. Symptoms include a new and persistent cough, or a high temperature, or has a loss of, or change in, their normal sense of taste or smell. They must self-isolate for at least 10 days and arrange to have a test. Members of a household should self-isolate for 10 days from when the symptomatic person first has symptoms.
- Clean hands thoroughly and frequently. Young children must be properly supervised when washing hands. Hand washing needs to become routine and part of the Longwood culture.
- Ensure good respiratory hygiene (catch it, bin it, kill it)
- Enhanced cleaning using standard products. Rooms must be cleaned frequently, especially frequently touched surfaces and toilets. Extra cleaning during the school day will have to be done by all members of staff, not only cleaning staff.
- It is not a requirement for different groups to be allocated their own toilets.
- Minimise contact between individuals and maintain social distancing wherever possible, whilst ensuring that a broad and balanced curriculum is delivered.
- Where necessary, wear appropriate personal protective equipment.
- Routinely taking the temperature of pupils is not recommended, as this is an unreliable method for identifying coronavirus.
- Groups of children should remain as consistent as possible. It is recognised that children cannot socially distance from staff or from each other within their group. The sizes of groups should be kept as small as possible.
- Mixing into wider groups for specialist teaching and wrap around care is allowed and siblings may be in different groups. Endeavouring to keep groups at least partially separate and minimising contact between children will still offer public health benefits and it reduces the network of possible direct transmission.
- Teachers and other staff can operate across different classes and groups but they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Teachers in primary schools can work across groups if necessary.
- Where possible, children should have their own pencils and other everyday equipment but books, games, etc can be shared and cleaned frequently and meticulously.
- Children can bring a bag into school but items should be kept to a minimum. Sharing is to be avoided wherever possible.
- **Response**
 - Engage with NHS Test and Trace process. Staff and parents must be ready and willing to
 - book a test if necessary
 - provide details of anyone they or their child have been in close contact with if they test positive
 - self-isolate in line with government guidance
 - provide Longwood with the results of a test.
 - Household members of those contacts sent home should also be sent home. They do not need to take a test themselves unless they develop symptoms.
 - Manage confirmed cases of coronavirus

- Contain any outbreak.

If there is a suspected case of Covid-19 at Longwood:

- A child with symptoms must be moved to the sick room and collected as soon as possible.
- Clean and disinfect surfaces the person has come into contact with, including:
 - Objects which are visibly contaminated with body fluids
 - All potentially contaminated high-contact areas (e.g. bathrooms, door handles, telephones, toys)
- It is not necessary to specifically clean public areas they've passed through briefly (e.g. corridors) which aren't visibly contaminated with body fluids.
- When cleaning hard surfaces and sanitary fittings, disposable cloths, paper rolls and disposable mop heads should be used.
- When cleaning and disinfecting, use either:
 - A combined detergent/disinfectant solution at a dilution of 1,000 parts per million available chlorine
 - A household detergent, followed by a disinfectant with the same dilution as above
 - An alternative disinfectant, that's effective against enveloped viruses.
- Cleaning staff should wear disposable gloves and apron and wash their hands with soap and water once they remove their gloves and apron. If there's a higher level of contamination (e.g. the individual has slept somewhere) or there's visible contamination with body fluids, it might be necessary to provide cleaning staff with a surgical mask or full-face visor. Extra advice to be sought as necessary.
- Any possibly contaminated fabric items, like curtains and beddings, should be washed in a washing machine. Clean and disinfect anything used for transporting these items with standard cleaning products.
- Launder any possibly contaminated items on the hottest temperature the fabric will tolerate.
- Items that can't be cleaned using detergents or laundering (e.g. upholstered furniture), should be steam cleaned.
- Items that are heavily soiled or contaminated with body fluids must be disposed of.
- Keep any waste from possible cases and cleaning of those areas (e.g. tissues, disposable cloths and mop heads) in a plastic rubbish bag and tie when full. These bags should be placed in a suitable and secure place away from children and marked for storage. Wait until the test results are known to take the waste out of storage. If the individual tests negative, put the bags in with the normal waste. If the individual tests positive, then you'll need a safe and secure place (away from children) where you can store waste for 72 hours. If this is not possible, arrangements for a collection for "category B" infectious waste must be made.

Attendance

If a pupil is unable to attend school because they are complying with government advice, we will immediately offer them access to remote education. Schools are not considered high risk settings.

Educational Visits

The government continues to advise against overnight and overseas educational visits. Schools may resume non-overnight domestic educational visits. As such, we will make sure that we minimise risk and keep procedures in line with practice on site at Longwood, even when off-site.

Wraparound Care

Breakfast and afterschool provision will continue to be provided for all children who are allowed to use it. We will keep children within class bubbles where possible and will use small, consistent groups where mixing is necessary. Parents should limit the number of different wraparound providers they access as far as possible. Where parents use child care providers or out of school activities for their children, we ask them to seek assurance that the providers are carefully considering their own protective measures, and only use providers that can demonstrate this.

Written by CM, 25th April 2020

Last update by CM, 18th January 2021